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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 13 September 1951

FROM : Assistant Chief, Classification & Wage Adm. Div.

SUBJECT: Request for T/O Revision

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1. Reference is made to the Administrative Services Office table of organization, dated 7 August 1951.
2. Based on classification review, it is requested that the following changes be amended in the General Services Division:

Records Management and Distribution Branch
Mail Control Section

Slot	From: Mail Supervisor	GS-5
	To : Mail & File Supervisor	GS-5
Slot	From: Courier	GS-5
	To : Mail Supervisor	GS-6
Slot	From: Supervisor	GS-9
	To : Mail & File Supervisor	GS-9
Slot	From: Supervisor	GS-8
	To : Mail & File Supervisor	GS-8
Slot	From: Courier	GS-5
	To : Courier	GS-6
Slot	From: Secret Courier	GS-4
	To : Courier	GS-5

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3. Verbal concurrence was given for the above changes by the Administrative Services Office on 13 September 1951.

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JOB NO. BOX NO. FILE NO. DOC. NO. 7 / NO CHANGE
 IN CLASS DECLASS / CLASS CHANGED TO: TS S C REF. JUST.
 NEXT REV DATE 1/1/77 / DATE 4/1/77 / DATE / / /
 NO. PGS / CREATION DATE / ORG COMMS OPLS / ORG CLASS C
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